

## **Sparta Area School District**

### Article 317 - Expenses for Staff

The board recognizes the value of participation and attendance at workshops, conferences, and seminars. Employees who travel outside of the district are expected to exercise good judgment when incurring travel costs. An employee may be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions herein. An employee may only be reimbursed for travel expenses that are not reportable as income under IRS regulations.

All travel paid or reimbursed to employees from the District funds must be done in compliance with the District travel policies, regardless of the funding source, i.e. federal grants, state grants, auxiliary operations, general operating funds and restricted funds. At the discretion of the District more stringent travel policies may be established.

A claimant shall not seek reimbursement for goods or services provided free of charge, not personally paid for by the claimant, reimbursed by another source, or which will be paid or reimbursed from another source. Any reimbursement which is received by the employee from another source for the same costs reimbursed by the District shall be deposited back to the District funding source which was initially charged.

Because of potential liability implications, all District official business travel should be specifically authorized and approved by the employee's supervisor in advance of departure. The employee and the employee's supervisor, along with any other approving authority, are responsible for ensuring the travel is appropriate and necessary to the mission, responsibility or duties of the District.

Travel expenses shall be reimbursed to the employee by the District upon submitting an online Expense Reimbursement Request through Employee Access. Approval for such reimbursements shall be made by the appropriate budgeting authority. The Superintendent may designate such authority as he/she considers appropriate.

Submissions for reimbursement shall be done on a monthly basis. Reimbursements will be made by Direct Deposit using the bank information on file for payroll. Reimbursements for travel expenses shall be forfeited if not submitted within 45 days of the last day of the month in which expenses were incurred.

Pre-registration fees, registration fees, lodging, and airfare should be prepaid by the District. The rare exceptions for an employee to submit any of the above mentioned expenses for reimbursement by the District, shall be allowable only by prior approval of the Director of Business Services.

### Travel Expenses

- 1) The most reasonable mode of transportation available should be used.
- 2) Charges for taxis, car rental, or other modes of public transportation are reimbursable if incurred due to the trip's purpose.
- 3) Parking and toll fees are reimbursable expenses when incurred due to the trip's purpose.
- 4) Mileage will be calculated using Mapquest "Driving Directions" (quickest route calculation).

- 5) Mileage will be reimbursed from the District to the destination. If the employee lives outside the District and is traveling from his/her residence, the shorter of the distance to the destination from either the residence or District will be used. If the destination is between the employees residence and the District, the travel will not be reimbursed.
- 6) Mileage for use of personal vehicles will be reimbursed at \$.10 less than the IRS rate (rounded down to the nearest penny).
- 7) Detailed receipts must be scanned and attached to the online reimbursement request for all reimbursable expenses.
- 8) The employee is responsible for additional costs not directly related to school district purposes. This includes, but is not limited to: additional transportation and meal costs from traveling separately from other employees attending the same event or extending travel for personal reasons.

#### Meal Expenses

- 1] Allowance for meals when attending conferences, workshops, seminars, and meetings will be reimbursed in accordance with the federal per diem rates as documented at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
- 2] Reimbursement for meals for employees will be allowed only on the following conditions:
  - a. Meal is officially scheduled as part of a professional conference or registration.
  - b. Meals while in attendance at a professional meeting when attendance has a directly related professional purpose.
  - c. Meals while traveling on school business as outlined:
    - Breakfast, provided the employee leaves home before 6:00 a.m..
    - Lunch, provided the employee leaves his/her headquarters before 10:30 a.m. and returns after 2:30 p.m..
    - Dinner, provided the employee returns from travel after 7:00 p.m. or departs his/her headquarters for overnight travel before 6:00 p.m.
- 3] Realizing the benefits of conferences/meetings/seminars/workshops, those meals which are included in registration expenses may exceed the allowances noted if approved by the budgeting authority.
- 4] No reimbursement shall be made for alcoholic beverages.
- 5] Detailed receipts must be attached to the online reimbursement request for all reimbursable expenses.
- 6] Receipts must show sufficient detail to determine what was purchased. Credit card machine tapes, hotel folios, and credit card statements that do not contain purchase information cannot be used for reimbursement.

#### Lodging Expenses

- 1) The district shall reimburse lodging expenses up to \$120.00 per room per night unless prior approval is received for lodging in a high-cost area.
- 2) The single room rate shall be applied for reimbursement purposes.
- 3) Employees shall request reduced rate options, including government rate, at the time of making reservations.
- 4) Receipts must be attached to the online reimbursement request for all reimbursable expenses.

Legal Reference:

Cross Reference:

Approved:

Revised: November 25, 2003  
March 25, 2008  
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